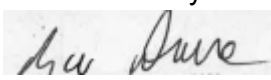


*Care, Aspire, Achieve*

# Alexandra Park Primary Charging and Remissions Policy



**May 2026**

Author	Mrs Emma Sorsby
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## Charging and Remissions Policy

**Co-ordinator** – Alexandra Park Primary Schools Local Academy Committee (LAC)

**Reference:** The Education (School sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999

### **STATUS**

#### **Purpose**

The purpose of the policy is to ensure that during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is between 8.40am and 3.15pm

#### **What was consulted?**

The policy has been informed by *A Guide to the Law for School Governors*.

#### **Relationship to other school policies**

The policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy.

#### **Roles and responsibilities of the Headteacher, Staff and Alexandra Park Primary Schools Local Academy Committee (LAC)**

The **Headteacher** will ensure that the following applies:

#### **During the school day**

All activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

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Voluntary contributions may be sought for activities during the school day which entail additional costs, i.e. educational visits.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

If insufficient voluntary contributions are forthcoming for an activity and insufficient subsidies are available, then that activity may have to be cancelled.

From time to time, we may invite a non-school based organisation such as drama workshops to arrange an activity during the school day. Such organisations may wish to charge parents.

### **Optional activities outside of the school day**

We will charge for optional, extra activities provided outside of the school day, for example residential educational visits or extra-curricular clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

### **Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

### **Residential**

Charges will be made for board and lodging, support for cases of hardship include pupils whose parents are in receipt of Income Support, Income based Employment and Support Allowance, Personal Independent Payment or an Income based Jobseeker's Allowance or Income based Universal Credit.

Other charges will be made to cover costs when the number of school sessions missed by the pupil's totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

### **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

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Parents who would qualify for support are those who are in receipt of Income Support, Income based Employment and Support Allowance, Personal Independent Payment or an Income based Jobseeker's Allowance or Income based Universal Credit.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### Arrangements for monitoring and evaluation

Alexandra Park Primary Schools Local Academy Committee (LAC) will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied and the subsidies awarded (without giving names).

### PRINCIPLES

We are committed to a free school education for all.

#### We Aim To:

- Ensure that education in school is free.
- Ensure that activities offered wholly or mainly during normal school Teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- Ensure that that there is no statutory requirement to charge for any form of education, but the school has the discretion to charge for optional activities provided wholly or mainly out of school hours.
- Ensure that the school has the right to invite voluntary contributions for the benefit of the school or in support of activities organised by the school, whether during or outside school hours.

### PRACTICES

**With the aforementioned aims in mind, it is the Policy of this school:**

- To continue to request voluntary contributions from parents towards activities organised by the school during school hours.

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- The school is willing to support the funding of certain activities. Subsidies may be available for children whose parents are unwilling or unable to make a voluntary contribution.
- If insufficient voluntary contributions are forthcoming for an activity and insufficient subsidies are available, then that activity will be cancelled.
- Optional trips wholly or mainly outside school hours will be charged at full cost. These visits will not proceed where full costs are not met by all those who wish to partake in the activity.
- Board and lodging. Support for cases of hardship include pupils whose parents are in receipt of Income Support, Income based Employment and Support Allowance, Personal Independent Payment or an Income based Jobseeker's Allowance or Income based Universal Credit.
- Support. These families will be expected to pay a contribution. At present anything in excess of £50 total cost of the visit. This fixed contribution/subsidy by Alexandra Park Primary School will be set annually in April prior to any planned visits.
- School records of current students entitled to free school meals acts as a source of confirmation of entitlement; approval is ascertained by the nominated member of the Leadership Group.
- The school may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish to have the finished product.
- A parent/guardian will be asked to pay for broken windows and other damages or lost library books if they result from their child's behaviour. These charges will be based on the costs incurred.
- **Instrumental Tuition**  
The cost to the pupil for providing any instrumental tuition not part of normal LA peripatetic provision is charged. Tuition costs are paid on a termly basis.
- **Remissions**  
Where the parents of a pupil are in receipt of Income Support, Income based Employment and Support Allowance, Personal Independent Payment or an Income based Jobseeker's Allowance or Income based Universal Credit they have a statutory right to full remission of any boarding and lodging costs for any residential activity which is deemed to take place in school hours or where it forms part of syllabus for the National Curriculum.

**Charging and Remissions Policy**

- Alexandra Park Primary Schools Local Academy Committee (LAC) may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.